

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

43-03

10/23/03

## FEDERAL HOLIDAYS IN 2004

### I. PURPOSE

This notice announces:

- A. Federal holidays in 2004.
- B. Rules for determining the day of observance when a holiday falls on a full-time employee's nonworkday.
- C. Dates that employees observe holidays when their shifts span 2 calendar days.

### II. HOLIDAYS IN 2004

Under Title 5 U.S.C. Section 6103, the following are legal holidays in 2004:

New Year's Day	January 1 (Thursday)
Martin Luther King's Birthday	January 19 (Monday)
Washington's Birthday	February 16 (Monday)
Memorial Day	May 31 (Monday)
Independence Day	July 4 (Sunday)
Labor Day	September 6 (Monday)
Columbus Day	October 11 (Monday)
Veterans Day	November 11 (Thursday)
Thanksgiving Day	November 25 (Thursday)
Christmas Day	December 25 (Saturday)

### III. DEFINITIONS

- A. **Administrative Workweek.** The period of 7 consecutive calendar days from 12:00 midnight Saturday to 12:00 midnight the following Saturday.

**DISTRIBUTION:**  
All Employees

**NOTICE EXPIRES:**  
January 1, 2005

**OPI:**  
HRD – Compensation and  
Classification Policy Branch

B. **Regularly Scheduled Tour of Duty.** The work requirements that are scheduled for an employee before the start of the administrative workweek. It is specific on the days and exact clock hours of the work requirement and sets the required reference points for leave and pay administration for the employee.

C. **In Lieu of Holiday.** The day designated for observance when the legal holiday falls on an employee's nonworkday.

#### IV. **DETERMINING THE DAY FOR OBSERVANCE OF THE HOLIDAY**

The day set for an employee's observance of a holiday depends on the employee's tour of duty and the status of the day on which the holiday falls. Rules fixed by statute and executive order govern selection of the day.

##### A. **Full-Time Employees.**

##### 1. If the legal holiday falls on a:

a. **Scheduled Workday.** The holiday is observed on that day. Employees who are relieved or prevented from working on the holiday are entitled to basic pay for the number of hours of the basic tour of duty they would have worked if the day had not been a holiday. Employees who are required to work on the holiday would be entitled to premium pay for the hours worked. This premium pay would be in addition to their basic pay.

b. **Sunday Nonworkday.** Employees observe the holiday on their **next** scheduled workday.

c. **Nonworkday Other Than Sunday.** Employees observe the holiday on the workday immediately before their nonworkday. (**EXAMPLE:** An employee works a 5-4/9 compressed work schedule with the first Monday of the pay period the scheduled day off. A legal holiday falling on the nonworkday (first Monday) is observed on the preceding **Friday**.)

d. **Special Rule for the Sunday Through Thursday Tour of Duty.** The **first** of the consecutive nonworkdays is designated the "Sunday-equivalent" for applying the guidelines in Subparagraph A. 1. (**EXAMPLE:** An employee with a Sunday through Thursday tour of duty observes a legal holiday falling on Friday on the following Sunday. When the legal holiday falls on Saturday, the holiday is observed on the preceding Thursday.)

2. Attachment 1 shows the "off" days for each holiday for employees whose regularly scheduled basic workweek is 5 days per week, 8 hours per calendar day.

3. Employees working a shift that spans 2 calendar days should refer to Paragraph V.

4. Employees with alternative work schedules should refer to the general guidelines in Subparagraph A. 1. and FSIS Directive 4610.5, Alternative Work Schedules.

**B. Part-Time, Intermittent, and Temporary Employees.**

**1. Part-time employees:**

a. Observe the Federal holidays listed in Paragraph II. when the holiday falls on a day that is **included** in their regularly scheduled tours of duty. If they are excused from duty on a holiday, they receive basic pay for all hours of the day's scheduled tour of duty. If they work on the holiday, they receive premium pay for the hours worked, in addition to their basic pay.

b. Are **NOT** entitled to "in lieu of" holidays. **EXCEPTION:** Part-time employees may be excused from work and be granted administrative leave if the office or work location is completely closed due to an "in lieu of" holiday for all full-time employees.

2. **Intermittent employees** do not receive pay for Federal holidays. However, these employees do receive basic pay for hours actually worked on a holiday. (**EXAMPLE:** An intermittent employee who works 4 hours on a holiday would receive 4 hours of basic pay.)

**C. Inspection Personnel.** The inspector-in-charge or the supervisor:

1. Notifies establishment officials of specific calendar days inspection personnel will take as holidays according to the provisions in this notice.

2. Posts the scheduled holidays to be taken on the bulletin board in the Government office. Attachment 1 may be used for this purpose, when appropriate.

**V. SHIFTS SPANNING 2 CALENDAR DAYS**

An employee whose shift spans 2 calendar days is excused from work for the entire shift that **BEGINS** on the holiday. **EXAMPLE:** An employee's tour of duty is Sunday through Thursday, 11:00 p.m. to 7:30 a.m. In 2004, the employee observes:

A. **New Year's Day** on the shift that begins at 11:00 p.m. on Thursday, January 1, 2004. The shift that begins at 11:00 p.m. on Wednesday, December 31, 2003, is a regular workday for the employee.

B. **Martin Luther King's Birthday** on the shift that begins at 11:00 p.m. on Monday, January 19. The shift that begins at 11:00 p.m. on Sunday, January 18, is a regular workday for the employee.

C. **Washington's Birthday (President's Day)** on the shift that begins at 11:00 p.m. on Monday, February 16. The shift that begins at 11:00 p.m. on Sunday, February 15, is a regular workday for the employee.

D. **Memorial Day** on the shift that begins at 11:00 p.m. on Monday, May 31. The shift that begins at 11:00 p.m. on Sunday, May 30, is a regular workday for the employee.

E. **Independence Day** on the shift that begins at 11:00 p.m. on Sunday, July 4. The shift that begins at 11:00 p.m. on Thursday, July 1, is a regular workday for the employee.

F. **Labor Day** on the shift that begins at 11:00 p.m. on Monday, September 6. The shift that begins at 11:00 p.m. on Sunday, September 5, is a regular workday for the employee.

G. **Columbus Day** on the shift that begins at 11:00 p.m. on Monday, October 11. The shift that begins at 11:00 p.m. on Sunday, October 10, is a regular workday for the employee.

H. **Veterans Day** on the shift that begins at 11:00 p.m. on Thursday, November 11. The shift that begins at 11:00 p.m. on Wednesday, November 10, is a regular workday for the employee.

I. **Thanksgiving Day** on the shift that begins at 11:00 p.m. on Thursday, November 25. The shift that begins at 11:00 p.m. on Wednesday, November 24, is a regular workday for the employee.

J. **Christmas Day** on the shift that begins at 11:00 p.m. on Thursday, December 23. The shift that begins at 11:00 p.m. on Wednesday, December 22, is a regular workday for the employee.



Assistant Administrator  
Office of Management

Attachment

1 Federal Holidays in 2004 for Full-Time Employees

**FEDERAL HOLIDAYS IN 2004 FOR FULL-TIME EMPLOYEES <sup>1</sup>**

<b>LEGAL HOLIDAY</b>	<b>MONDAY THROUGH FRIDAY</b>	<b>SUNDAY THROUGH THURSDAY</b>	<b>TUESDAY THROUGH SATURDAY</b>	<b>OTHER<sup>3</sup></b>
<b>New Year's Day January 1 (Thursday)</b>	<b>January 1 Thursday</b>	<b>January 1 Thursday</b>	<b>January 1 Thursday</b>	
<b>Martin Luther King's Birthday January 19 (Monday)</b>	<b>January 19 Monday</b>	<b>January 19 Monday</b>	<b>January 17<sup>2</sup> Saturday</b>	
<b>Washington's Birthday February 16 (Monday)</b>	<b>February 16 Monday</b>	<b>February 16 Monday</b>	<b>February 14<sup>2</sup> Saturday</b>	
<b>Memorial Day May 31 (Monday)</b>	<b>May 31 Monday</b>	<b>May 31 Monday</b>	<b>May 29<sup>2</sup> Saturday</b>	
<b>Independence Day July 4 (Sunday)</b>	<b>July 5 Monday</b>	<b>July 4 Sunday</b>	<b>July 6<sup>2</sup> Tuesday</b>	
<b>Labor Day September 6 (Monday)</b>	<b>September 6 Monday</b>	<b>September 6 Monday</b>	<b>September 4<sup>2</sup> Saturday</b>	
<b>Columbus Day October 11 (Monday)</b>	<b>October 11 Monday</b>	<b>October 11 Monday</b>	<b>October 9<sup>2</sup> Saturday</b>	
<b>Veterans Day November 11 (Thursday)</b>	<b>November 11 Thursday</b>	<b>November 11 Thursday</b>	<b>November 11 Thursday</b>	
<b>Thanksgiving Day November 25 (Thursday)</b>	<b>November 25 Thursday</b>	<b>November 25 Thursday</b>	<b>November 25 Thursday</b>	
<b>Christmas Day December 25 (Saturday)</b>	<b>December 24 Friday</b>	<b>December 23<sup>2</sup> Thursday</b>	<b>December 25 Saturday</b>	

<sup>1</sup> The information on holiday observance shown in this chart does not apply to employees working a compressed or flexible tour of duty or to employees working shifts that span 2 calendar days. Refer to the body of Notice for further guidance.

<sup>2</sup> This is the "in lieu of" day for actual observance of the legal holiday.

<sup>3</sup> This column may be used to enter days off for employees on flexible or compressed work schedules.